

**DIRECTIVE NUMBER 200-07-05**

**DATE:** February 15, 2013

**TO:** All Components of the Department of Labor

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Procedures for Establishing Electronic Deposit of Travel Checks

**OVERVIEW**

On May 21, 2010, the Department of Administration announced the implementation of a policy of 100 percent direct deposit for employee payroll and travel and expense reimbursements.

**PROCEDURES**

New employees hired after July 1, 2010 or employees wanting to change their current direct deposit of travel reimbursement must complete the DA-184 form "Authorization for Direct Deposit of Employee Pay and or Employee Travel." This form will need to be obtained from the Human Resources department.

The form is sent to Fiscal Management **only** for additions or changes affecting direct deposit of travel reimbursement. Direct deposit changes affecting payroll are to be sent to Human Resources (Personnel).

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|-----------------|--|
| Effective date: | Immediately  |
| References:     | Department of Administration Travel Handbook       |
| Questions:      | Annette Morris by email or at (785) 296-5000 x2554 |
| Rescissions:    | Directive 200-02-04                                |

Lana Gordon, Secretary of Labor  
*Signature on file*